

CFD Check Log

For additional Check Logs, please contact the CFD Office at 360 664 1995.

Checks from Employee Contributions

1. List each individual check one time only.
2. Staple the check to the Contribution Form.
3. Attach the forms and checks to the Check Log and forward them to the CFD/Department of Personnel Finance Office, PO Box 47500, Olympia, WA 98504-7500.
4. Do not deposit checks from an individuals' contribution forms in account 525 – it is for fundraisers only.

Checks from Fundraisers:

1. Checks made payable to the CFD from a fundraiser should be deposited with your finance department (Fund 525, Agency 111) and you should receive a deposit receipt (A-8), which you will attach to your completed Fundraiser Form and sent to the CFD office.

Check Payable To:	Amount	Check No.	Contributor Name	Received by: CFD (Initial & Date)
AGENCY/HIGHER EDUCATION CAMPUS				
DIVISION/DEPARTMENT				
ADDRESS				
LOCAL COORDINATOR NAME		PHONE NUMBER		DATE REPORT SENT TO CFD /DOP

Distribution: White: CFD/DOP Finance Office MS 47500

Yellow: Volunteer Records